

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Caltrans Equipment Operator II	DISTRICT/DIVISION/OFFICE D6/MAINT./SP.CREWS.STENCIL	
WORKING TITLE CEO II	POSITION NUMBER 906-670-6286	EFFECTIVE 2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the supervision of a Caltrans Maintenance Supervisor and/or a Caltrans Maintenance Leadworker, The incumbent will operate a variety maintenance and specialized equipment requiring a Class 'A' Driver's License with a Tank endorsement. May also be assigned to work with other Caltrans crews. When not performing work with assigned crew other work may consist of performing various task with sign crew, stencil crew, striping crew, or button crew. May also be needed for traffic control, flagging operations, and static lane closures, and other safety related operations. Equipment and tool care may include, but not limited to servicing, minor repairs, adjustments, cleaning of equipment and tools. Will perform Pre-op and Post-op inspections on equipment and all functional and safety checks as required. Must adhere to all safety rules and regulations at all times. Job may require heavy manual labor, including routinely lifting 50 lbs. or more. The position may require long periods of driving or standing dependent on assignment. Travel may be required up to two weeks each month. Incumbent is expected to make good decisions independently, but also be able to solicit and accept help if needed or offered. Work hours usually will be Monday thru Friday, 7:00 AM to 3:30 PM. To help the Department with scheduling, incumbents may be asked to work alternate work shifts; such as but not limited to 9/80, 4/10 or night work based on crew assignment.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)

- 40% (E) Operate a variety of Category I and Category II maintenance equipment and specialized equipment used in maintaining stencil and pavement markings, highway signs, and lane button markers. Use of other related equipment and tools necessary for the maintenance activity of each job.

- 40% (E) Maintenance and placement of stencil pavement markings, pavement striping, pavement button makers, signs, and other related materials on roadways as required.

15% (E) Traffic control/flagging for maintenance operations.

5% (M) Prepare paperwork, stocking, ordering, and inventory counts

¹ ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others

SUPERVISION RECEIVED

Supervision is provided by a Caltrans Maintenance Supervisor and a Caltrans Highway Maintenance Lead.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- ◆ Must have knowledge of the methods, materials, tools and equipment used in the maintenance and repairs of highway stencils.
- ◆ Must have knowledge of traffic control procedures contained in Chapter 8 of the Maintenance Manual.
- ◆ Must have knowledge of the provisions of the California Vehicle Code as it applies to the operation of motor vehicles.
- ◆ Must have knowledge of safety practices and traffic regulations.
- ◆ Must have knowledge of the basic operational safety and health regulations in Title 9 Industrial Relations - Construction and General Industry Safety Orders.
- ◆ Must have knowledge of the safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program.
- ◆ Must have knowledge of basic safety work practices.
- ◆ Must know the Leadworker's role in the maintaining an effective Injury and Illness Prevention Program.
- ◆ Must have the ability to direct the work of others
- ◆ Must have the ability to keep time records and simple cost records of materials, equipment, and expenses.
- ◆ Must have the ability to assist in work relating to maintenance equipment including ability to make minor adjustments and repairs.
- ◆ Must have the ability to analyze situations accurately and take effective action.
- ◆ Must have the ability to deal with the public in a helpful and tactful manner.
- ◆ Must have ability to work with representatives from other departments and agencies.
- ◆ Must be able to lift a minimum of 60 lbs. at least shoulder high, UNASSISTED.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

When confronted with emergency situations, the Caltrans Highway Maintenance Leadworker judgment should consider the protection of lives, the environment and property. Improper safety practices could cause serious accidents or injury to self, co-workers or the traveling public.

PUBLIC AND INTERNAL CONTACTS

The incumbent may be asked to work with California Highway Patrol representatives, other government agency representatives and members of the public as well as all levels of Caltrans Management.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent will be required to wear safety equipment, such as earplugs, hardhats, gloves, rain gear, rubber boots, coveralls, eye protection, and breathing apparatus. The incumbent will be required to routinely move heavy objects weighing up to 60 lbs. or more, at least shoulder high, and without any assistance by coworkers, stand or sit for prolonged periods, bending, stooping, and or kneeling. The incumbent may have to walk on uneven surfaces, climb slopes, and ladders. Must have the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, and acknowledge the various responses. Required to respond to emergencies, accidents appropriately while maintaining the integrity of the Department of Transportations, Mission, Vision, Goals, and Values.

WORK ENVIRONMENT

Incumbent can expect to be outside in inclement weather conditions and subject to extreme environmental conditions. The work is physically demanding and requires stamina and ability. In addition, the job will require incumbent to work on or near roadways with vehicular traffic. Incumbent may be required to work with and around heavy equipment, hot and/or pressurized materials/chemicals used for highway maintenance work. Workers may be required to work rotating or irregular shifts, including weekends, nights, holidays and in emergency situations.

I certify that I can perform the duties listed above with/without reasonable accommodation.²

EMPLOYEE –

DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR –
Ricardo Vital (Acting)

DATE